



Homeland  
Security

September 13, 2013

Jason Smathers  
MuckRock News  
PO Box 55819  
Boston, MA 02205-5819

Re: **2013-HQFO-00714**

Dear Mr. Smathers:

This is the final response to your June 06, 2013, Freedom of Information Act (FOIA) request to the Department of Homeland Security (DHS) for copies of the following documents: (1) Paper or electronic calendars kept by Janet Napolitano or her staff which keeps the agendas and appointments for Janet Napolitano's daily activities, appointments, and obligations, etc.; (2) All "to do" lists kept by Janet Napolitano or her staff which were used in routine business to track tasks which Janet Napolitano needed to complete for that day, week, or month; (3) A log of all incoming and outgoing phone calls to both Janet Napolitano's office and cellular telephone lines including the phone number of the other party, whether the call was inbound or outbound, the length of the call, and the name of the other party if this is included in the log file. This office received your request on June 06, 2013.

A search of the Office of the Secretary for documents responsive to your request produced a total of 22 pages responsive to item #1 of your request.

We are granting your request under FOIA, 5 U.S.C. § 552, and DHS' implementing regulations, 6 C.F.R. Part 5. After carefully reviewing the responsive documents I determined that they are appropriate for public release. The documents are enclosed in their entirety; DHS has claimed no deletions or exemptions.

Unfortunately, we were unable to locate or identify any responsive records for items 2 and 3 of your request. While an adequate search was conducted, you have the right to appeal this determination that no records exist within the Office of the Secretary that would be responsive to your request. Should you wish to do so, you must send your appeal and a copy of this letter, within 60 days of the date of this letter, to: Associate General Counsel (General Law), U.S. Department of Homeland Security, Washington, D.C. 20528, following the procedures outlined in the DHS FOIA regulations at 6 C.F.R. § 5.9. Your envelope and letter should be marked "FOIA Appeal." Copies of the FOIA and DHS regulations are available at [www.dhs.gov/foia](http://www.dhs.gov/foia).

The Office of Government Information Services (OGIS) also mediates disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. If you are requesting access to your own records (which is considered a Privacy Act request), you should know that

OGIS does not have the authority to handle requests made under the Privacy Act of 1974. If you wish to contact OGIS, you may email them at [ogis@nara.gov](mailto:ogis@nara.gov) or call 1-877-684-6448.

Provisions of FOIA allow us to recover part of the cost of complying with your request. In this instance, because the cost is below the \$14 minimum, there is no charge.

If you need to contact us about this request, please refer to **2013-HQFO-00714**. You may contact this office at 1-866-431-0486 or 202-343-1743.

Sincerely,

A handwritten signature in blue ink, appearing to read "Amy Pugh". The signature is fluid and cursive, with the first name "Amy" being more legible than the last name "Pugh".

Amy Pugh  
Senior FOIA Program Specialist

Enclosure(s): 22 pages